

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, APRIL 17, 2012 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

II. Public Hearings.

PUBLIC HEARING ON THE 2012-2013 BUDGET.

The City fiscal year runs from July 1 through June 30. Under Section 7-4 of the Charter, a public hearing is required on the budget which must be adopted not later than May 15 of each year.

A work session on the budget was held on April 10; with an additional session scheduled for this evening and an optional session scheduled for April 24, 2012. The Budget Calendar anticipates adoption of the budget at the May 1, 2012 regular meeting.

III. Citizen Comments on Agenda Related Items.

- IV. Consent Agenda.** All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. If the Mayor or any member of the Council wishes to discuss an item on the consent agenda, it will be deleted from the consent agenda and considered in its regular order on the agenda. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Approval of Payroll.
 - b.) Monthly Bills.
- XI. b.) Notification Regarding Next Work Session.
 - c.) Consideration of National Day of Prayer Gathering at City Hall.

At this time Council could take action to approve the Consent Agenda as presented.

- *V. **Approval of Minutes.** Approval of the minutes of the April 3, 2012 regular meeting and the April 10, 2012 work session as attached.

VI. Financial Report.

*a.) APPROVAL OF PAYROLL.

*b.) MONTHLY BILLS.

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF A PERMANENT EASEMENT AGREEMENT FOR RIVER PARC PLACE, LLC.

In 2005 a Special Use Permit was issued to C. Gerry Seyferth for the development of a ten unit condominium project known as River Parc Place on Washington Street next to the Maple Street Bridge. The Special Use Permit was conditioned upon a 15 foot wide easement along the south edge of the property be granted to the City of Manistee for a Riverwalk.

Prior to the completion of the project the property reverted back to the bank. The property has been purchased by River Parc Place LLC. Before they can get a building permit and resume work on the property the Special Use Permit needs to be transferred to River Parc Place LLC.

The City Attorney has prepared and approves the Permanent Easement Agreement that meets the requirement of the Special Use Permit.

At this time Council could take action to authorize the Mayor and City Clerk to execute the Permanent Easement Agreement with River Parc Place LLC.

- b.) CONSIDERATION OF ENTERING INTO A GENERAL CONTRACTING SERVICE PROVIDER OF RECORD.

The City advertised for proposals for a General Contracting Service Provider of Record. One proposal was received from Hansen Enterprises. The contract has been reviewed and approved by the City Attorney.

At this time Council could take action authorizing the Mayor and City Clerk to enter into an agreement with Hansen Enterprises as the General Contracting Service Provider of Record for the City of Manistee and sign the necessary documents.

c.) **CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.**

The City Clerk has taken action to advertise vacancies on the Brownfield Redevelopment Authority, Compensation Commission, Downtown Development Authority, Housing Commission, Non-Motorized Transportation Committee, and the Zoning Board of Appeals. The following applications have been received:

BROWNFIELD REDEVELOPMENT AUTHORITY – One vacancy, term ending 06/30/13, Mayoral appointment.

None received.

COMPENSATION COMMISSION – Two vacancies, terms ending 09/30/14 and 09/30/15, Mayoral appointment.

Mary Wrzesinski, 266 Sixth Street

DOWNTOWN DEVELOPMENT AUTHORITY – One vacancy, unexpired term ending 07/15/15 for an at large member, Mayoral appointment.

None received.

HOUSING COMMISSION – Two vacancies, five year terms ending 05/31/17 (one must be a resident), Mayoral appointment.

L. B. Bacon, 273 Sixth Avenue, Apt. 506 (resident)*

NON-MOTORIZED TRANSPORTATION COMMITTEE – Three vacancies, three year terms ending 03/31/15, Mayoral appointment.

Dave Yarnell, 603 Pine Street*

ZONING BOARD OF APPEALS – One vacancy (alternate member), three year term ending 05/31/15, Mayoral appointment.

None received.

*Incumbent

At this time the Mayor and Council could take action to make appointments as noted above.

IX. Notices, Communications, Announcements.

- a.) A REPORT FROM THE MANISTEE RECREATION ASSOCIATION AND THE ENGINEER OF RECORD.

A regular part of each Council meeting is a report from a cooperating agency, organization or department.

At this time Ms. Vicki Sheffield will report on the activities of the Manistee Recreation Association and respond to any questions the Council may have regarding their activities.

At this time Mr. Jeff Mikula will report on the activities of Abonmarche, the City's Engineer of Record, and respond to any questions the Council may have regarding their activities.

No action is required on this item.

- *b.) NOTIFICATION REGARDING NEXT WORK SESSION.

An Optional Council work session has been scheduled for Tuesday, April 24, 2012 at 7 p.m. to continue discussions on the 2012-2013 Budget and Capital Improvement Plan; and such business as may come before the Council.

- *c.) CONSIDERATION OF NATIONAL DAY OF PRAYER GATHERING AT CITY HALL.

The National Day of Prayer Committee of Manistee County is requesting permission to gather on the steps of City Hall on Thursday, May 3, 2012. The ceremony, beginning at 12 noon, consists of several people from around our community praying for our nation, our community, the military, law enforcement, the imprisoned, and our youth. The program lasts for approximately one hour.

At this time Council could take action to authorize the National Day of Prayer gathering on Thursday, May 3, 2012 on the steps of City Hall.

X. Concerns and Comments.

- a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal affairs. Citizens in attendance may be recognized by the Mayor for comments. Citizen comments are not limited to agenda items but should be directed toward municipal services, activities or areas of involvement.
- b.) OFFICIALS AND STAFF.
- c.) COUNCILMEMBERS.

XI. Adjourn to Budget Work Session.

A Council Work Session on the proposed Fiscal Year 2012-2013 Budget and Capital Improvement Plan has been scheduled for immediately following the regular meeting.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – April 3, 2012
Council Work Session Minutes – April 10, 2012
Monthly Bills
River Parc Easement
General Contracting Provider of Record
Board and Commission Applications
Day of Prayer Request